



PROGRAM COORDINATOR

October 2021

Role: The primary function of the program coordinator (PC) is to provide support to technical managers in the execution and management of projects in both project management and evaluation & research. The PC may also provide support to the School-to-School International (STS) senior management and respond to STS's management requests on an as-needed basis.

The PC position is a great fit for someone interested in international development and looking to gain more familiarity with the industry while working for a small, collaborative, and fast-paced organization. The PC position requires close attention to detail, strong time management abilities, excellent communication skills, and a team attitude. **This role requires written and spoken fluency in both English and French.** Candidates will be asked to complete a French fluency screener.

Responsibilities

Financial Management

- Review project invoices and financial reports as needed.
- Process consultant invoices and expense reports for approval and payment.
- Update project budget monitoring, including pipelines and actuals.
- Inform clients of obligation burn rates and needed increases.
- Lead procurement for projects as needed.
- Process disbursement requests and field office transfers.

Program Management

- Support tracking of project activities, deliverables, and products.
- Provide direct support to consultants and clients when needed, including processing consultant paperwork, invoices, and disbursement requests.
- Maintain project files and contact sheets.
- Draft scopes of work for short-term technical assignments.

Contract Management

- Work with a technical manager to ensure the project is executed in compliance with the contract; troubleshoot as necessary.
- Prepare and manage consultant and institutional contracts as requested.
- Prepare approval requests for submission to client, including travel and personnel requests.
- Provide administrative support to STS's staff and consultants (e.g., makes travel arrangements).

Technical Support to STS Projects

- Provide logistical and technical support to projects on an as-needed basis, which may include assisting with training and training preparation, programming of data collection tools, and/or monitoring data collection efforts.

- Support the development of training materials and facilitate trainings in the field or remotely as requested by project teams.
- Support the use of Tangerine, SurveyCTO, and other electronic data capture software for data collection.
- Support the data collection monitoring process by using standard protocols and resources.
- Provide ongoing troubleshooting support to project teams related to data capture, training, or data collection as requested.
- Contribute to the creation and finalization of project deliverables, including formatting, editing, and creating annexes.

Other duties as assigned.

Qualifications

- Bachelor's degree in international development, education, statistics, research methods, or a related field is required.
- A minimum of two years of relevant work experience is required.
- Strong administrative skills, word processing abilities, proven organizational skills, meticulous attention to detail, excellent time management skills, and a quick learner.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Experience with USAID is a plus.
- Spoken and written fluency in English and French.
- Demonstrated initiative, versatility, integrity, and interpersonal skills, including intercultural and culturally sensitive communication skills.
- A keen sense of urgency and strong work ethic, positive mindset, and comfort with the ambiguity and pace of a small nonprofit.
- Willingness to travel and work abroad a minimum of four to eight weeks per year; experience living or working in developing countries preferred.

Supervision and Oversight: STS offers a matrix approach to supervision and oversight. The PC reports to a technical manager for ongoing support and will also serve as a member of project teams, supporting their technical leadership.

Location: Although STS staff largely work remotely, preference will be given to candidates located in the Washington, D.C. or Durham, NC metropolitan areas.

Salary Range: \$47,500-\$55,000 per year.

Please submit a resume/CV and cover letter describing your interest and qualifications to info@sts-international.org with the subject line "Program Coordinator". Applications will be reviewed on a rolling basis.

School-to-School International is an equal employment opportunities (EEO) employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by applicable law.